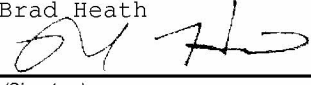


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Project Officer Name Tangela Cooper <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-566-0369 FAX Number:																																																																				
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**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 1-05**

TITLE: Support for Implementation of Wet Weather Pollution Control Programs

WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

Mohammed Billah
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billah.mohammed@epa.gov

**ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S
REPRESENTATIVE (AWACOR):**

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PERIOD OF PERFORMANCE: The period of performance shall be from July 01, 2017 through June 30, 2018

OBJECTIVES: This Work Assignment provides support to various wet weather programs including stormwater, green infrastructure, combined sewer overflows (CSO), and sanitary sewer overflows (SSO), stormwater outreach, stormwater program development support, SSO/peak flows support, integrated planning for the WPD.

SCOPE OF WORK:

TASK 1 – Stormwater Outreach Support

The contractor shall support EPA in developing materials to educate stakeholders and provide assistance in developing and implementing effective stormwater programs. Content and

publications that will be added to the NPDES website must be compliant with Agency standards, including 508 accessibility, metadata, and other published EPA Agency standards and requirements.

SUBTASK 1A – Update the National Menu of Best Management Practices (BMPs) for Stormwater Phase II (Menu of BMPs)

The contractor shall provide ongoing maintenance and enhancements to the content on the Menu of BMPs available at <http://www2.epa.gov/national-pollutant-discharge-elimination-system-npdes/national-menu-best-management-practices-bmps#edu>. For planning purposes, the contractor assumes significant revisions to approximately 6 fact sheets and development of approximately 2 new fact sheets.

DELIVERABLES:

- Deliverables shall consist of initial drafts, which are due within 30 days of EPA providing specific details via a written technical directive from the WACOR, and a final version (or revised draft) within 15 days of receipt of EPA comment.

SUBTASK 1B – Municipal, Construction and Industrial Stormwater Permitting Outreach

The contractor shall support EPA's development and implementation of an outreach program to help ensure compliance with the requirements of EPA's municipal stormwater program, industrial stormwater program's Multi-Sector General Permit (MSGP), and the construction stormwater program's Construction General Permit (CGP). This plan shall include development of materials for direct mailing (by EPA), production of web materials for posting on the NPDES website or to support other key stormwater resources, and assisting with 8 webcasts. For planning purposes, the contractor assumes webcasts are each approximately 2 hours in length, the production of 3-4 brochures, flyers, or other short outreach materials. Webcast archiving includes developing a 508 compliant transcript and inserting the corresponding slide titles to match the timing of the transcript within the audio file.

DELIVERABLES:

- Deliverables shall consist of initial drafts, which are typically due within 30 days of EPA providing specific details via a written technical directive from the WACOR, and final versions (or revised drafts).
- Final versions are due within 15 days of receipt of comments from EPA.

SUBTASK 1C – Develop Stormwater Trainings

The contractor shall support EPA's development and implementation of a stormwater training program. For planning purposes, the contractor assumes the training program shall consist of approximately 2-4 one to three day workshops on various aspects of the six minimum measures, green infrastructure, green codes and ordinances, technical aspects, regulatory requirements,

institutional issues, social benefits, writing better permits, and other related topics each year. The workshops shall include training based on EPA's *Getting in Step Guide for Conducting Watershed Outreach Campaigns* (EPA-841-B-03-002), the *Municipal Separate Storm Sewer System (MS4) Permit Improvement Guide* (aka MS4 Permit Improvement Guide), MS4 Permit Compendium, and other EPA guidance materials as directed, and shall emphasize proven social marketing strategies. The contractor shall work with EPA to develop power point presentations (80-100 slides each) and 2-5 training materials (i.e. speaker notes, student manuals). The contractor shall provide logistical support for these workshops and webcasts, including obtaining meeting rooms, equipment rentals and processing registration. The contractor assumes that two instructors are needed to teach the workshops and two instructors shall be needed for the webcasts. WACOR will be providing more specific technical direction as needed.

DELIVERABLES:

Deliverables shall consist of initial drafts, which are typically due within 30 days of EPA providing specific details via a written technical directive from the WACOR, and final versions (or revised drafts). Final versions are due within 15 days of receipt of comments from EPA.

SPECIAL INSTRUCTION:

- EPA is not expecting any activity under this sub-task
- If needed EPA will be issuing amendment in future

SUBTASK 1D: NPDES Branch Chief Meeting Related Activities

- Revise and submit survey Monkey on skills and gaps that will be distributed to states
- Help develop a communications plan for MS4s and possibly other NPDES topics
- Facilitate specific monthly Branch Chief calls
- Help facilitate one- meeting following the ACWA NPDES fall meeting, November 3

DELIVERABLES:

- WACOR will be issuing TD for more specific deliverables as needed.

SPECIAL INSTRUCTION:

- WACOR estimating 160 LOE for this task

TASK 2 – Support Stormwater Program Development

Content and publications that will be added to the NPDES website must be compliant with Agency standards, including 508 accessibility, metadata, and other published EPA Agency standards and requirements.

SUBTASK 2A – Municipal Program Development

The contractor shall collect, compile, analyze, and present information and data for use in supporting the development of the municipal stormwater program, including topics such as applicable regulatory requirements, permitting requirements, treatment technologies, performance information, environmental impacts, monitoring data analysis, and cost information. The contractor shall support EPA and EPA's assistance to authorized States and local municipalities in the development and implementation of municipal stormwater programs including public education and involvement, illicit discharge detection and elimination, construction, post-construction, and municipal operations. The contractor's support shall include conducting research, preparing technical assessments and drafting permit language that shall be used in the development of state and local programs, state municipal separate storm sewer systems (MS4) permits, and local ordinances. The contractor shall assume the creation of 2-3 documents. A Transportation Permit Guide/Compendium of permitting language specifically for Departments of Transportation is to be formatted for final posting on the website. The contractor shall review and compile annual reports, permits, and SWMPs, and technical studies/reports/research in support of developing. The contractor shall also support the development of updates to existing tools and documents, including: the MS4 compendium; the permit tracking spreadsheet; model ordinances, and the stormwater report (formerly the Report to Congress, drafted by EPA). The contractor shall support development and maintenance of a compilation of stormwater legal cases in an Excel format.

DELIVERABLES:

- Deliverables shall consist of an initial draft that is due within 30 days of EPA providing specific details via a written technical directive from the WACOR, 3 drafts, and a final (or revised draft) within 30 days of receipt of EPA comment.
- Final versions are due within 15 days of receipt of comments from EPA.

SUBTASK 2B – GIS Maps

The contractor shall continue to update and revise the current Phase I and II MS4 coverage for each state and develop a national map of MS4 coverage areas using data both provided by EPA (including data provided by the state) and collected by the contractor and approved by the WACOR. The contractor shall also compile data and update the maps to include combined sewer areas, drinking water contributing areas, future development projections, and other similar topics. The contractor shall collect designation criteria developed by the permitting authority and any schedule the state has developed for phasing-in MS4 coverage. OWM's current MS4 database shall be one source of data for the summary report.

DELIVERABLES:

- The contractor shall submit GIS Maps and accompanying reports (typically 50 pages or less). The MS4 coverage map report must describe coverage for each state, highlight states that have expanded beyond urbanized areas, and the state's designation criteria. For planning purposes, the contractor assumes the development of 3-4 different types of maps

and 3-4 accompanying reports describing the dataset source, any data manipulation and assumptions, and general trends. Draft maps and reports are due within 3 weeks of technical direction issuance.

- Final maps and reports are due within 3 weeks of receipt of EPA comments on the drafts.

SPECIAL INSTRUCTION:

- EPA is not expecting any activity under this sub-task
- If needed EPA will be issuing amendment in future

SUBTASK 2C – Municipal Separate Storm Sewer System (MS4) Program Cost and Pollutant Load Reductions

The contractor shall continue to update the reported costs of the MS4 Program (total cost and cost of any component of the stormwater program, i.e., six minimum measures, if available) document and determine pollutant loading reductions associated with the MS4 program. The MS4 analysis shall include both traditional and nontraditional MS4s, including departments of transportation. The data sources for this TASK, to be collected by the contractor, include stormwater management plans, annual reports, previous cost reports (*Phase II cost analysis, California Phase I cost survey* (Jan. 2005)), MS4 data collected via the information collection request surveys, and additional reports highlighting reductions in pollutant loadings from MS4 stormwater activities. The contractor shall continue to update the literature review and document pollutant loadings and/or volume reductions associated with MS4s. In addition, the contractor shall continue to estimate the cost of the monitoring and industrial inspections components of the MS4 program in order to determine if these activities are appropriate requirements for small MS4s.

Under this task the contractor will support the development and/or completion of documents and outreach materials associated with projects initiated under previous work assignments, including: ICR summaries, state performance standards, detention basin analyses, landscape code review, and BMP cost analyses. This work may also include support for the development of papers for submission for publication in peer reviewed literature; for the purposes of the cost estimate, the contractor can assume support for one peer reviewed publication.

DELIVERABLES:

- The contractor shall provide an updated draft MS4 Cost Report and MS4 Pollutant Loading Report (typically 50 pages or less) for the MS4 program within 30 days of receipt of technical direction and final reports are due within 15 days of receipt of EPA comments. EPA estimates the need for up to 3 iterations of each draft document.

SPECIAL INSTRUCTION:

- EPA is not expecting any activity under this sub-task
- If needed EPA will be issuing amendment in future

SUBTASK 2D – Industrial Program Support

The contractor will support EPA’s implementation of the Multi-Sector General Permit, including developing tools to assist with permit compliance, updating MSGP-related guidance documents, and other related permit issuance tasks. The contractor will also assist with evaluating permittee compliance with the ESA-related requirements in the permit. In addition, the contractor will provide support to EPA in developing outreach strategies and other materials. The contractor assumes the creation of approximately 5 documents.

DELIVERABLES:

Deliverables will consist of initial drafts that are typically due within 30 days of EPA providing specific details via a written technical directive from the WACOR and final versions (or revised drafts). Final versions are due within 15 days of receipt of comments from EPA.

SUBTASK 2E – Construction Program Support

The contractor will support EPA’s implementation of the 2017 Construction General Permit (CGP), including developing tools to assist permittees with permit compliance, updating CGP-related guidance documents, and other related permit issuance tasks. In addition, the contractor will provide support to EPA in developing outreach strategies and materials to improve compliance. Specific tasks may include:

- Modify existing guidance documents:
 - Updated Small Residential Lot SWPPP Template.
- Assist in development of new permit guidance materials, including:
 - Fact sheets (3 documents 5-10 pages in length) – covering selected implementation topics.
- Assist with research and review of relevant construction stormwater topics.
- Assist in publication of a construction stormwater permit compendium.
- Assist in resolving technical questions and issues, and provide operators and maintenance, related to the Low Erosivity Waiver (LEW) calculator and Discharge Mapping tool hosted on the EPA Geoplatform. Adhere to EPA IT/IM policies, procedures, and standards in support of the LEW calculator and Discharge Mapping Tool.

In addition, the contractor will provide support to EPA in preparing for the issuance of the 2022 CGP.

DELIVERABLES:

- Deliverables will consist of initial drafts that are typically due within 30 days of EPA providing specific details via a written technical directive from the WACOR and final versions (or revised drafts).

- Final versions are due within 15 days of receipt of comments from EPA. All final documents shall be 508 compliant.

TASK 3 – MS4 Remand Rule Support

The contractor shall support EPA in implementing the final MS4 General Permit Remand Rule. This support is expected to include drafting technical assistance materials, helping to complete the associated Permit Quality Review checklist, reviewing draft state general permits, compiling information on existing state permit requirements, and assisting the preparation of presentation materials. The contractor will also provide assistance in developing a proposed rulemaking to modify the eReporting rule for consistency with the MS4 General Permit Remand Rule. Content and publications that will be added to the NPDES website must be compliant with Agency standards, including 508 accessibility, metadata, and other published Agency standards and requirements.

DELIVERABLES:

- Deliverable shall consist of initial drafts, which are due within 30 days of EPA providing specific details via a written technical directive from the WACOR, and a final version (or revised draft) within 15 days of receipt of EPA comment.

TASK 4 – Integrated Planning

SUBTASK 4A – Integrated Planning Technical Assistance

In 2014 EPA provided technical assistance to 5 communities to support development of components of integrated plans for wastewater and stormwater management that will provide examples of how communities use the Integrated Planning process. The communities are: Onondaga County, NY; Burlington, VT; Durham, NH; Santa Maria, CA and Springfield, MO. Three draft reports summarizing the results of the technical assistance projects have been developed and the contractor began reviewing and revising them under the previous work assignment. Under this task, the contractor will review comments on the latest drafts from EPA and from the communities that received the technical assistance and will make appropriate revisions to finalize the reports. The contractor will also assist with development of presentation materials based on the reports.

DELIVERABLES:

- The contractor will deliver 3 final reports within 4 weeks of receiving comments on the each of the 3 draft reports from WACOR. Presentation materials will be due within 2 weeks of EPA providing specific details via a written technical directive from the WACOR. A final version is due within 1 week of receipt of comments from EPA. All final reports shall be 508 compliant.
- The contractor shall update the website within 1 week of receiving technical direction from the WACOR.

SUBTASK 4B – Long-term Stormwater Planning Technical Assistance

In 2016 EPA initiated technical assistance to 5 communities to support long-term stormwater planning. These communities are:

- Burlington, Iowa
- Chester, Pennsylvania
- Hattiesburg, Mississippi
- Rochester, New Hampshire
- Santa Fe, New Mexico

EPA will work with each recipient community to define a technical assistance project that will a) serve EPA in developing practical examples, knowledge and resources on stormwater and integrated planning that can be transferred to other communities and to a national audience, and b) advance the implementation of long-term stormwater planning in the selected community in accordance with efforts launched last October and continued under WA 0-05. See: <https://www.epa.gov/npdes/stormwater-planning>. This will also result in a trial run of the draft guide *Community Solutions for Stormwater Management: A Guide for Voluntary Long-Term Planning*, including recommendations for improvement of the guide based on experiences in each community.

The contractor will participate in planning meetings with the communities and related federal, state, and/or local stakeholders. There will be regular conference calls with stakeholders. There will also be travel necessary to the communities to engage in meetings and help facilitate stakeholder engagement in long-term planning activities and the plan development process. The contractor can assume seven non-local trips will be required during this period of performance. This includes one initial trip to each of the three communities that were not visited under WA 0-05 for workshops/meetings to collaborate on the long-term stormwater planning effort. In addition, follow up trips are likely to be needed to most communities, the contractor can assume that four of those trips will be completed during this period of performance. The contractor shall prepare a work plan for each community outlining the technical assistance planned, the roles and responsibilities of all of the parties involved, and the timeframe for completion of activities.

The contractor may also be asked to develop outreach materials to support this effort, such as fact sheets or handouts for public meetings or presentations that EPA or the community participates in during the period of performance.

The contractor will support technical analyses of stormwater and/or wastewater solutions if the EPA identifies the need for this support during the project. Analyses could be related to:

- Identifying goals of long-term stormwater planning efforts;
- Describing any applicable water quality, human health and regulatory issues;
- Describing existing stormwater and/or wastewater systems and their performance;
- Planning to encourage the active participation of the community in development and implementation of a long-term stormwater plan;

- Opportunities analysis;
- Examining alternatives;
- Examining investments and implementation schedules;
- Compiling and reviewing resources to support a web-based Stormwater Toolkit;
- Measuring success; and
- Improving the long-term stormwater plan.

SPECIAL NOTES FOR POSSIBLE FUTURE ACTIVITIES:

- In the future, this task may also include efforts to compile and review resources to support a web-based Stormwater Toolkit. For the purpose of developing the cost estimate for this task, the contractor can assume that work on the Stormwater Toolkit will not take place during this period of performance.
- In the future, this task may also include efforts to update the Guide based on lessons learned from the technical assistance projects. For the purpose of developing the cost estimate for this task, the contractor can assume that work on updating the guide will not take place during this period of performance.

DELIVERABLES:

- The contractor will prepare meeting agendas and submit for EPA review and approval 2 weeks prior to the meeting and deliver draft meeting notes as directed by the WACOR for calls and meetings held with technical assistance communities and/or other stakeholder groups. Draft notes will be delivered within five (5) business days after the meeting. Revised notes will be delivered within five (5) business days of receiving comments from the WACOR. For planning purposes, the contractor can assume that during this period of performance there will be one meeting per week.
- Technical analysis and outreach-related deliverables and deadlines will be established based on the specifics of each task and will not be required any sooner than five (5) business days after assignment.
- Technical Assistance Work Plan will be drafted by the contractor for each community within two weeks of the initial site visit to the community. The work plan will be revised within two weeks of receiving feedback from WACOR.
- EPA anticipates that long-term stormwater plans will be drafted for each of the communities during this period of performance and some of the plans may be finalized. The contractor will prepare outlines for each long-term plan prior to drafting the plans. Draft outlines shall be delivered within 2 weeks of receiving EPA's input on the Work Plan, unless a longer timeframe is specified by the WACOR. The contractor shall deliver draft reports within 4 weeks of receiving comments on the outline from EPA, unless a longer timeframe is specified by the WACOR. Revised reports shall be delivered within 2 weeks of EPA providing comments on the draft, unless a longer timeframe is specified by

the WACOR. A final version is due within 1 week after receipt of comments from EPA, unless a longer timeframe is specified by the WACOR.

SPECIAL INSTRUCTIONS:

- WACOR will be issuing more specific TD as needed
- All final reports shall be 508 compliant.
- WACOR estimating 2,900 LOE for this task

TASK 5 – General Data Analysis/Organization/Logistical Support

The contractor shall provide technical assistance to expedite the execution of major revisions and improvements to current wet weather regulations, permits, and case studies. Tasks shall include: providing summaries and analyses of data; compiling information (e.g., survey data; model evaluations) into documents as identified by work groups; providing logistical support to conference calls (securing conference lines, facilitating discussions and note task). Over the course of the performance period. The contractor assumes 5-6 short summaries/outlines for committee scope of work and 3-4 papers with expanded descriptions of data needs and analyses. WACOR will be providing more specific technical direction for this task. For planning purpose EPA believes this task will be no more than 50 LOE.

DELIVERABLES:

- Deliverables consist of logistical support, compiled information, and draft papers. Draft short summaries/outlines are to be completed within 2-3 weeks after receiving the technical directive from the WACOR. Final short summaries/outlines are to be completed 1-2 weeks after receipt of EPA comments. Draft papers and preamble text with expanded descriptions of data needs and analyses are to be completed within 2-3 weeks after receiving technical directive from the WACOR.
- Final papers are to be completed 1-2 weeks after receipt of EPA comments.

SPECIAL INSTRUCTION:

- WACOR will be providing more specific Technical Directive (TD) as needed.

TASK 6 – Wet Weather Data Assessment and Tracking

The contractor team will provide support to CSO/SSO data assessment and tracking efforts, including tracking, reporting, and updating NPDES permit or enforcement orders and related information specific to CSO/SSO activities. Some specific examples of this type of data assessment and tracking are updating the number of CSO permits or enforcement orders with LTCP or other acceptable long-term CSO control plan, determining the number of LTCPs required and the submission/approval dates, status of implemented CSO control plans. For planning purpose EPA believes this task will be no more than 50 LOE.

DELIVERABLES:

- Contractor shall provide the initial draft document within 2 weeks of receiving the technical direction from WACOR
- Contractor shall provide the final document within 2 weeks of receiving comments on the draft document from WACOR

SPECIAL INSTRUCTION:

WACOR will be providing more specific Technical Directive (TD) as needed.

TASK 7 – Support for the Great Lakes CSO Public Notice Rulemaking**SUBTASK 7A: Guidance for Permittees**

A draft compendium of current public notice practices was compiled under a previous contract to highlight current notice practices for sewer overflows across the US. Contractor will be asked to make improvements and/or modification to that document to finalize it for use as a record item for the final rulemaking. Additional deliverables may be added under this task in the future (e.g., potentially a guidance document for permittees); for initial cost estimate the contractor can assume the main deliverables are related to the compendium.

DELIVERABLES:

- Contractor shall provide the initial revised draft document within three weeks of receiving the technical direction from WACOR.
- Contractor shall provide the final document within two weeks of receiving comments on the draft document from WACOR.

SUBTASK 7B: Regulatory Analyses and Information collection request (ICR)

The contractor shall support the development of an ICR and economic analysis for the final rulemaking which estimates the burden of the new requirements on permittees and states. An ICR was developed for the proposed rulemaking and EPA received comments on that ICR. An economic analysis was also included in the proposed rulemaking record. That analysis uses many of the assumptions presented in the ICR. Under the previous work assignment (0-05) the contractor supported this task by summarizing public comments received related to the cost of the rule and by supporting meetings with states to further refine assumptions that were used in the proposal ICR. As the rulemaking effort progresses, the contractor will review draft versions of the final regulatory text and summarize any changes that will need to be made to the ICR and economic analysis to reflect the final rule. The contractor will meet with EPA (by phone or in person) to discuss details of changes to the scope and assumptions in the ICR and economic analysis that will be used to estimate the burden of the new requirements of the final rule on permittees and states. The contractor will draft and finalize the revised ICR calculations, supporting statement, and economic analysis for the final rulemaking.

DELIVERABLES:

- Contractor shall provide Draft ICR and economic analysis within three weeks of meeting with EPA regarding scope and assumptions.
- Contractor shall provide revised ICR and economic analysis within two weeks or receiving feedback from EPA on the drafts.
- Contractor shall provide final ICR and economic analysis in accordance with the rulemaking schedule.

SUBTASK 7C: Comment Response Support

Support to respond to public comments may include, but is not limited to, the following activities: summarizing public comments; compiling information that will be used to develop responses to comments; drafting and revising responses and tracking comment response progress. Responses may consist of individual comment responses, or they may be in the form of essays that address major issues or frequently stated comments. The contractor shall provide monthly reports regarding the status of comment response activities, including summary statistics for the number of comments for which responses have been drafted (or not drafted) and the review/approval status of the responses.

DELIVERABLES:

- Contractor shall provide draft comment response essay outlines to EPA within two weeks of receiving technical direction from EPA. Contractor shall provide draft comment response essays within three weeks of receiving EPA's comments on the draft outline. Contractor will provide finalized comment response essays within two weeks of receiving comments from EPA. For planning purposes, the contractor can assume that EPA will ask the contractor to draft responses to four comment response code categories.

SUBTASK 7D: Outreach and Related General Support

Contractor will provide technical support for rulemaking efforts which may include participation in meetings with outside stakeholders, outreach to stakeholders and/or permit writers, development of support materials for meetings and/or writing notes from meetings and generating documents for the rulemaking record.

For the purposes of the contractor cost estimate, contractor can assume that local outreach meeting support will be needed for 5 two-hour meetings by phone and one local in person meeting. In addition, contractor can assume 30 hours of support related to data analyses.

DELIVERABLES:

- The contractor may be asked to help prepare materials to be distributed to meeting attendees.

- The contractor shall generate meeting notes that will be delivered to EPA within one week of the meeting. The contractor can anticipate two rounds of revisions to the meeting notes, based on EPA review and comment.
- Other general technical support will be requested by technical direction on an as-needed basis.

SUBTASK 7E: Record Support

The contractor shall assemble and maintain a record of all documents relevant to the rulemaking proceedings. The contractor has received authorization from EPA to contact the Water Docket and enter information into FDMS under the previous work assignment. The contractor shall contact the Office of Water Docket to ensure that the record will meet the docket's requirements including any electronic docket requirements. This includes preparation of electronic versions of documents for the Agency's electronic docket system. The index of rulemaking record materials shall be submitted to the WACOR quarterly and one month prior to the planned final rule signature date. The record documents and index are to be delivered to the WACOR upon completion of the final rule and/or upon completion of the Work Assignment (whichever comes first), or when directed by the WACOR in writing.

The contractor shall support revisions that are needed to record items from the proposed rule docket, based on public comments (and associated data submitted during the public comment period). The contractor shall also support analyses of data or information received during the public comment period or that has been identified by EPA since the proposal. For the purpose of the contractor's cost estimate, the contractor can assume 60 hours of support will be needed related to updating record items from proposal and/or generating new items for the record under this task during the period of performance.

DELIVERABLES:

- The contractor shall submit the index of record materials to EPA quarterly.
- The contractor shall submit record documents and index to WACOR upon completion of the rulemaking or Work Assignment, whichever comes first, or when requested by written technical direction from the WACOR before the completion of the WA.
- The contractor shall submit draft revised record documents, as directed by EPA based on public comments, within 14 days of receiving direction from EPA.
- The contractor shall submit draft new record items within 21 days of receiving direction from EPA.
- The contractor shall submit revised record documents, based on comments from EPA's review of drafts, within 7 days of receiving EPA's review comments.

SPECIAL INSTRUCTION:

- WACOR estimating 800 LOE for this task

TASK 8 – Developing the Quality Assurance Project Plan (QAPP)

EPA requires that all environmental data used in decision making be supported by an approved QAPP.

Incremental QAPP Development: To facilitate getting the work started as soon as practicable, the contractor and Work Assignment Manager may determine which work needs to be initiated first and the most advantageous sequence for beginning the remainder of the work. Then the contractor may develop the QAPP incrementally, and the QA Coordinator shall review and approve the QAPP section by section according to the optimum sequence for getting the data-related activities started. As the contractor learns what data shall be involved, the contractor can develop the data specific portion(s) of the QAPP. Each portion of the QAPP should include a data element table.

QAPP Submittal: The contractor shall submit the draft QAPP for a data-related activity at least 15 working days before the activity's anticipated start-work date. Before preparing the first few sections of the QAPP, the contractor should meet or confer with the WACOR and QA Coordinator to discuss developing the QAPP.

Data Quality Requirements: The contractor shall develop data quality requirements (DQRs) and methods for achieving them for the data elements in their DELIVERABLES. Descriptions of data quality requirements (DQRs) and methods for achieving these DQRs developed under this work assignment shall be added to the Office of Water DQR library for use in developing QAPPs for future projects. Such descriptions of DQRs and methods for achieving them shall be the property of EPA.

DELIVERABLES:

- A. A QAPP that describes the contractor's plan for
 - Identifying the data elements for any data-related activities, and for each of these data elements identifying either (i) the data quality requirements (DQRs) or (ii) the policy that states DQRs are not required,
 - Describing their methods for achieving the DQRs, and
 - Assuring any environmental data contained in the DELIVERABLES shall (i) be of sufficient quality for their intended primary uses and (ii) have adequate quality documentation for determining whether these data are of sufficient quality for future secondary uses.
- B. Monthly progress reports that (a) describe the contractor's progress on implementing the QAPP and resolving old data quality issues, (b) describe any new issues, and (c) provide the LOE and cost expenditures for developing the QAPP.

ESTIMATED LEVEL OF EFFORT: The estimated level of effort (LOE) for this work assignment is 5,250 LOE hours.

OTHER REQUIREMENTS:

Travel:

Travel to selected EPA regional offices, State agencies and selected municipalities shall be necessary. The travel shall be in accordance with FAR and EPAAR and shall be approved by the PO prior to travel.

Special Reporting Requirements:

In addition to the reporting requirements in the contract, the contractor shall track and report LOE and cost expenditures by individual TASKs and sub-TASKs in the monthly progress report. The contractor shall provide monthly cost breakdown by specific line items and make necessary adjustment as needed and suggested by WACOR.

Also, the contractor shall submit brief reports on the status of the entire task within this work assignment. This report shall provide a narrative summary on the status of each task. The report should also provide Earn Value Method (EVM) chart and graph for cost and LOE.

Technical Directions:

WACOR and Alternate WACOR will be providing technical directions as needed. Contractor shall be obligated only to the technical directions provided by the WACORs.

SECTION 508 Requirements:

In 1998, Congress amended the Rehabilitation Act of 1973 to require Federal agencies to make their electronic and information technology (EIT) accessible to people with disabilities. The law (29 U.S.C. § 794 (d)) applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology. Under Section 508, agencies must give disabled employees and members of the public access to information that is comparable to access available to others. The contractor needs to make sure EPA is in compliance with Section 508 requirements.

Conference/Meeting Guidelines and Limitations:

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR shall then prepare approval internal paperwork for the event and shall advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.


Special Instruction:

- The contractor shall follow the Federal Green Policy whenever it is applicable.

PERFORMANCE SURVEILLANCE PLAN

Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
<p>Management and Communications:</p> <p>During the life of this work assignment, the Contractor shall notify EPA immediately of any issues that may impact the timeliness of DELIVERABLES of the problems associated with the development of DELIVERABLES.</p>	<p>The Contractor shall maintain contact with the WACOR throughout the performance of the work assignment.</p> <p>The contractor shall identify to the WACOR any delays with regard to DELIVERABLES not less than one week prior to the DELIVERABLES date that has been established in the work assignment or technical direction document.</p> <p>The contractor shall identify to the WACOR any issues or concerns that have a direct impact on project schedules within three (3) days of occurrence.</p> <p>The contractor shall provide options for EPA's consideration on resolving or mitigating the impacts identified.</p>	<p>WACOR and Contract-Level Contracting Officer's Representative (CL-COR) (as necessary) shall allocate the time needed to discuss and address all issues identified by the Contractor. The WACOR and CL-COR shall document and maintain a complete record of the issues, agreements and outcome. The WACOR and CL-COR shall review monthly progress reports for indicators of problems not previously mentioned. The WACOR shall also monitor the timely receipt of DELIVERABLES. For those that are late without prior notice, the EPA shall formally document to the Contracting Officer the late delivery.</p>	<p>If the contractor fails to implement corrective actions after EPA identifies and provided written documentation of performance issues, EPA shall rate this performance category "unsatisfactory."</p> <p>If three or more the active work assignments for the period are rated unsatisfactory, EPA shall rate the Business Relations category as unsatisfactory in the NIH Contract Performance System.</p>
<p>Cost Management and Control:</p> <p>The Contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical.</p>	<p>The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through monthly progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all TASKs. The contractor should not</p>	<p>The EPA CL-COR shall routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment level expenditures.</p> <p>The EPA CL-COR and WACOR shall review the Contractor's monthly progress reports and</p>	<p>EPA shall thoroughly review work assignment funding ceiling overruns to determine the contractor's ability to control the situation. If EPA determines that the contractor failed to control cost, the contractor shall be rated "unsatisfactory" in this category.</p>

	<p>exceed established work assignment ceilings and, in general, should expend dollars and hours at similar ratios. If either the expenditure of hours or dollars deviates significantly, the contractor shall provide an explanation in its Monthly Progress Report.</p>	<p>request the Work Assignment Managers to ensure that ceilings are not exceeded, that progress is being made, and that the contractor is effectively utilizing the LOE provided under the work assignment.</p>	<p>Multiple incidents of work assignment overrun that result in an overall cost overrun of greater than 4% of the approved total work assignment funding for the current contract period, shall result in an unsatisfactory rating in the NIH Contract Performance System.</p>
<p>Quality of Product/Services</p> <p>The contractor shall ensure documents developed under this TASK order are quality products that are factual and based on sound science and engineering principles.</p>	<p>Products delivered under this work assignment must not contain any major factual errors. The analyses provided in each product shall be logical, consistent, and defensible.</p>	<p>The WACOR shall review all documents delivered under this work assignment for content accuracy.</p>	<p>If EPA determines that the contractor's analyses is factually inaccurate or if significant technical errors are found in any documents produced by the contractor, EPA may determine that the cost associated with redoing the work shall be borne by the contractor.</p> <p>Multiple incidents of this nature under the contract shall result in an unsatisfactory rating for Quality and Manage Control being reported to the NIH Contract Performance System.</p>

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1-05				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2018 Base Option Period Number 1			Title of Work Assignment/SF Site Name Wet Weather Pollution Control				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 08/01/2017 To 06/30/2018					
Comments:										
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund </div>										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 07/01/2016 To 06/30/2018 Cost/Fee: LOE:										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: Cost/Fee LOE:										
Cumulative Approved: Cost/Fee LOE:										
Work Assignment Manager Name Mohammed Billah <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-2228 FAX Number:			
Project Officer Name Tangela Cooper <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-566-0369 FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Brad Heath <div style="display: flex; justify-content: space-between;"> <div>  (Signature) </div> <div>8/1/2017 (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:			

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 1-05
AMENDMENT 1**

TITLE: Support for Implementation of Wet Weather Pollution Control Programs

WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

Mohammed Billah
Municipal Branch (MC: 4203M)
Water Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
Phone: (202) 564-2228
billah.mohammed@epa.gov

ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (AWACOR):

Lisa Biddle
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Water Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
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biddle.lisa@epa.gov

PERIOD OF PERFORMANCE: August 1, 2017 through June 30, 2018

ESTIMATED LEVEL OF EFFORT: 7,350 hours (Work Assignment including Amendment 1)

OBJECTIVES: This Work Assignment provides support to various wet weather programs including stormwater, green infrastructure, combined sewer overflows (CSO), and sanitary sewer overflows (SSO), stormwater outreach, stormwater program development support, SSO/peak flows support, integrated planning for the WPD.

SCOPE OF WORK:

TASK 1 – Stormwater Outreach Support

The contractor shall support EPA in developing materials to educate stakeholders and provide assistance in developing and implementing effective stormwater programs. Content and publications that will be added to the NPDES website must be compliant with Agency standards, including 508 accessibility, metadata, and other published EPA Agency standards and requirements.

SUBTASK 1A – Update the National Menu of Best Management Practices (BMPs) for Stormwater Phase II (Menu of BMPs)

The contractor shall provide ongoing maintenance and enhancements to the content on the Menu of BMPs available at <http://www2.epa.gov/national-pollutant-discharge-elimination-system-npdes/national-menu-best-management-practices-bmps#edu>. For planning purposes, the contractor assumes significant revisions to approximately 6 fact sheets and development of approximately 2 new fact sheets.

DELIVERABLES:

Deliverables shall consist of initial drafts, which are due within 30 days of EPA providing specific details via a written technical directive from the WACOR, and a final version (or revised draft) within 15 days of receipt of EPA comment.

SUBTASK 1B – Municipal, Construction and Industrial Stormwater Permitting Outreach

The contractor shall support EPA's development and implementation of an outreach program to help ensure compliance with the requirements of EPA's municipal stormwater program, industrial stormwater program's Multi-Sector General Permit (MSGP), and the construction stormwater program's Construction General Permit (CGP). This plan shall include development of materials for direct mailing (by EPA), production of web materials for posting on the NPDES website or to support other key stormwater resources, and assisting with 8 webcasts. For planning purposes, the contractor assumes webcasts are each approximately 2 hours in length, the production of 3-4 brochures, flyers, or other short outreach materials. Webcast archiving includes developing a 508 compliant transcript and inserting the corresponding slide titles to match the timing of the transcript within the audio file.

DELIVERABLES:

- Deliverables shall consist of initial drafts, which are typically due within 30 days of EPA providing specific details via a written technical directive from the WACOR, and final versions (or revised drafts).
- Final versions are due within 15 days of receipt of comments from EPA.

SUBTASK 1C – Develop Stormwater Trainings

The contractor shall support EPA's development and implementation of a stormwater training program. For planning purposes, the contractor assumes the training program shall consist of approximately 2-4 one to three day workshops on various aspects of the six minimum measures,

green infrastructure, green codes and ordinances, technical aspects, regulatory requirements, institutional issues, social benefits, writing better permits, and other related topics each year. The workshops shall include training based on EPA's *Getting in Step Guide for Conducting Watershed Outreach Campaigns* (EPA-841-B-03-002), the *Municipal Separate Storm Sewer System (MS4) Permit Improvement Guide* (aka MS4 Permit Improvement Guide), MS4 Permit Compendium, and other EPA guidance materials as directed, and shall emphasize proven social marketing strategies. The contractor shall work with EPA to develop power point presentations (80-100 slides each) and 2-5 training materials (i.e. speaker notes, student manuals). The contractor shall provide logistical support for these workshops and webcasts, including obtaining meeting rooms, equipment rentals and processing registration. The contractor assumes that two instructors are needed to teach the workshops and two instructors shall be needed for the webcasts. WACOR will be providing more specific technical direction as needed.

DELIVERABLES:

Deliverables shall consist of initial drafts, which are typically due within 30 days of EPA providing specific details via a written technical directive from the WACOR, and final versions (or revised drafts). Final versions are due within 15 days of receipt of comments from EPA.

SPECIAL INSTRUCTION:

- EPA is not expecting any activity under this sub-task
- If needed EPA will be issuing amendment in future

TASK 2 – Support Stormwater Program Development

Content and publications that will be added to the NPDES website must be compliant with Agency standards, including 508 accessibility, metadata, and other published EPA Agency standards and requirements.

SUBTASK 2A – Municipal Program Development

The contractor shall collect, compile, analyze, and present information and data for use in supporting the development of the municipal stormwater program, including topics such as applicable regulatory requirements, permitting requirements, treatment technologies, performance information, environmental impacts, monitoring data analysis, and cost information. The contractor shall support EPA and EPA's assistance to authorized States and local municipalities in the development and implementation of municipal stormwater programs including public education and involvement, illicit discharge detection and elimination, construction, post-construction, and municipal operations. The contractor's support shall include conducting research, preparing technical assessments and drafting permit language that shall be used in the development of state and local programs, state municipal separate storm sewer systems (MS4) permits, and local ordinances. The contractor shall assume the creation of 2-3 documents. A Transportation Permit Guide/Compendium of permitting language specifically for Departments of Transportation is to be formatted for final posting on the website. The contractor shall review and compile annual reports, permits, and SWMPs, and technical studies/reports/research in support of developing. The

contractor shall also support the development of updates to existing tools and documents, including: the MS4 compendium; the permit tracking spreadsheet; model ordinances, and the stormwater report (formerly the Report to Congress, drafted by EPA). The contractor shall support development and maintenance of a compilation of stormwater legal cases in an Excel format.

DELIVERABLES:

- Deliverables shall consist of an initial draft that is due within 30 days of EPA providing specific details via a written technical directive from the WACOR, 3 drafts, and a final (or revised draft) within 30 days of receipt of EPA comment.
- Final versions are due within 15 days of receipt of comments from EPA.

SUBTASK 2B – GIS Maps

The contractor shall continue to update and revise the current Phase I and II MS4 coverage for each state and develop a national map of MS4 coverage areas using data both provided by EPA (including data provided by the state) and collected by the contractor and approved by the WACOR. The contractor shall also compile data and update the maps to include combined sewer areas, drinking water contributing areas, future development projections, and other similar topics. The contractor shall collect designation criteria developed by the permitting authority and any schedule the state has developed for phasing-in MS4 coverage. OWM's current MS4 database shall be one source of data for the summary report.

DELIVERABLES:

- The contractor shall submit GIS Maps and accompanying reports (typically 50 pages or less). The MS4 coverage map report must describe coverage for each state, highlight states that have expanded beyond urbanized areas, and the state's designation criteria. For planning purposes, the contractor assumes the development of 3-4 different types of maps and 3-4 accompanying reports describing the dataset source, any data manipulation and assumptions, and general trends. Draft maps and reports are due within 3 weeks of technical direction issuance.
- Final maps and reports are due within 3 weeks of receipt of EPA comments on the drafts.

SPECIAL INSTRUCTION:

- EPA is not expecting any activity under this sub-task
- If needed EPA will be issuing amendment in future

SUBTASK 2C – Municipal Separate Storm Sewer System (MS4) Program Cost and Pollutant Load Reductions

The contractor shall continue to update the reported costs of the MS4 Program (total cost and cost of any component of the stormwater program, i.e., six minimum measures, if available) document and determine pollutant loading reductions associated with the MS4 program. The MS4 analysis shall include both traditional and nontraditional MS4s, including departments of transportation. The data sources for this TASK, to be collected by the contractor, include stormwater management

plans, annual reports, previous cost reports (*Phase II cost analysis, California Phase I cost survey* (Jan. 2005)), MS4 data collected via the information collection request surveys, and additional reports highlighting reductions in pollutant loadings from MS4 stormwater activities. The contractor shall continue to update the literature review and document pollutant loadings and/or volume reductions associated with MS4s. In addition, the contractor shall continue to estimate the cost of the monitoring and industrial inspections components of the MS4 program in order to determine if these activities are appropriate requirements for small MS4s.

Under this task the contractor will support the development and/or completion of documents and outreach materials associated with projects initiated under previous work assignments, including: ICR summaries, state performance standards, detention basin analyses, landscape code review, and BMP cost analyses. This work may also include support for the development of papers for submission for publication in peer reviewed literature; for the purposes of the cost estimate, the contractor can assume support for one peer reviewed publication.

DELIVERABLES:

The contractor shall provide an updated draft MS4 Cost Report and MS4 Pollutant Loading Report (typically 50 pages or less) for the MS4 program within 30 days of receipt of technical direction and final reports are due within 15 days of receipt of EPA comments. EPA estimates the need for up to 3 iterations of each draft document.

SPECIAL INSTRUCTION:

- EPA is not expecting any activity under this sub-task
- If needed EPA will be issuing amendment in future

SUBTASK 2D – Industrial Program Support

The contractor will support EPA's implementation of the Multi-Sector General Permit, including developing tools to assist with permit compliance, updating MSGP-related guidance documents, and other related permit issuance tasks. The contractor will also assist with evaluating permittee compliance with the ESA-related requirements in the permit. In addition, the contractor will provide support to EPA in developing outreach strategies and other materials. The contractor assumes the creation of approximately 5 documents.

DELIVERABLES:

Deliverables will consist of initial drafts that are typically due within 30 days of EPA providing specific details via a written technical directive from the WACOR and final versions (or revised drafts). Final versions are due within 15 days of receipt of comments from EPA.

SUBTASK 2E – Construction Program Support

The contractor will support EPA's implementation of the 2017 Construction General Permit (CGP), including developing tools to assist permittees with permit compliance, updating CGP-related

guidance documents, and other related permit issuance tasks. In addition, the contractor will provide support to EPA in developing outreach strategies and materials to improve compliance. Specific tasks may include:

- Modify existing guidance documents:
 - Updated Small Residential Lot SWPPP Template.
- Assist in development of new permit guidance materials, including:
 - Fact sheets (3 documents 5-10 pages in length) – covering selected implementation topics.
- Assist with research and review of relevant construction stormwater topics.
- Assist in publication of a construction stormwater permit compendium.
- Assist in resolving technical questions and issues, and provide operators and maintenance, related to the Low Erosivity Waiver (LEW) calculator and Discharge Mapping tool hosted on the EPA Geoplatform. Adhere to EPA IT/IM policies, procedures, and standards in support of the LEW calculator and Discharge Mapping Tool.

In addition, the contractor will provide support to EPA in preparing for the issuance of the 2022 CGP.

DELIVERABLES:

- Deliverables will consist of initial drafts that are typically due within 30 days of EPA providing specific details via a written technical directive from the WACOR and final versions (or revised drafts).
- Final versions are due within 15 days of receipt of comments from EPA. All final documents shall be 508 compliant.

TASK 3 – MS4 Remand Rule Support

The contractor shall support EPA in implementing the final MS4 General Permit Remand Rule. This support is expected to include drafting technical assistance materials, helping to complete the associated Permit Quality Review checklist, reviewing draft state general permits, compiling information on existing state permit requirements, and assisting the preparation of presentation materials. The contractor will also provide assistance in developing a proposed rulemaking to modify the eReporting rule for consistency with the MS4 General Permit Remand Rule. Content and publications that will be added to the NPDES website must be compliant with Agency standards, including 508 accessibility, metadata, and other published Agency standards and requirements.

DELIVERABLES:

Deliverable shall consist of initial drafts, which are due within 30 days of EPA providing specific details via a written technical directive from the WACOR, and a final version (or revised draft) within 15 days of receipt of EPA comment.

TASK 4 – Integrated Planning

SUBTASK 4A – Integrated Planning Technical Assistance

In 2014 EPA provided technical assistance to 5 communities to support development of components of integrated plans for wastewater and stormwater management that will provide examples of how communities use the Integrated Planning process. The communities are: Onondaga County, NY; Burlington, VT; Durham, NH; Santa Maria, CA and Springfield, MO. Three draft reports summarizing the results of the technical assistance projects have been developed and the contractor began reviewing and revising them under the previous work assignment. Under this task, the contractor will review comments on the latest drafts from EPA and from the communities that received the technical assistance and will make appropriate revisions to finalize the reports. The contractor will also assist with development of presentation materials based on the reports.

DELIVERABLES:

- The contractor will deliver 3 final reports within 4 weeks of receiving comments on the each of the 3 draft reports from WACOR. Presentation materials will be due within 2 weeks of EPA providing specific details via a written technical directive from the WACOR. A final version is due within 1 week of receipt of comments from EPA. All final reports shall be 508 compliant.
- The contractor shall update the website within 1 week of receiving technical direction from the WACOR.

SUBTASK 4B – Long-term Stormwater Planning Technical Assistance

In 2016 EPA initiated technical assistance to 5 communities to support long-term stormwater planning. These communities are:

- Burlington, Iowa
- Chester, Pennsylvania
- Hattiesburg, Mississippi
- Rochester, New Hampshire
- Santa Fe, New Mexico

EPA will work with each recipient community to define a technical assistance project that will a) serve EPA in developing practical examples, knowledge and resources on stormwater and integrated planning that can be transferred to other communities and to a national audience, and b) advance the implementation of long-term stormwater planning in the selected community in accordance with efforts launched last October and continued under WA 0-05. See: <https://www.epa.gov/npdes/stormwater-planning>. This will also result in a trial run of the draft guide *Community Solutions for Stormwater Management: A Guide for Voluntary Long-Term Planning*, including recommendations for improvement of the guide based on experiences in each community.

The contractor will participate in planning meetings with the communities and related federal, state, and/or local stakeholders. There will be regular conference calls with stakeholders. There will also

be travel necessary to the communities to engage in meetings and help facilitate stakeholder engagement in long-term planning activities and the plan development process. The contractor can assume seven non-local trips will be required during this period of performance. This includes one initial trip to each of the three communities that were not visited under WA 0-05 for workshops/meetings to collaborate on the long-term stormwater planning effort. In addition, follow up trips are likely to be needed to most communities, the contractor can assume that four of those trips will be completed during this period of performance. The contractor shall prepare a work plan for each community outlining the technical assistance planned, the roles and responsibilities of all of the parties involved, and the timeframe for completion of activities.

The contractor may also be asked to develop outreach materials to support this effort, such as fact sheets or handouts for public meetings or presentations that EPA or the community participates in during the period of performance.

The contractor will support technical analyses of stormwater and/or wastewater solutions if the EPA identifies the need for this support during the project. Analyses could be related to:

- Identifying goals of long-term stormwater planning efforts;
- Describing any applicable water quality, human health and regulatory issues;
- Describing existing stormwater and/or wastewater systems and their performance;
- Planning to encourage the active participation of the community in development and implementation of a long-term stormwater plan;
- Opportunities analysis;
- Examining alternatives;
- Examining investments and implementation schedules;
- Compiling and reviewing resources to support a web-based Stormwater Toolkit;
- Measuring success; and
- Improving the long-term stormwater plan.

SPECIAL NOTES FOR POSSIBLE FUTURE ACTIVITIES:

- In the future, this task may also include efforts to compile and review resources to support a web-based Stormwater Toolkit. For the purpose of developing the cost estimate for this task, the contractor can assume that work on the Stormwater Toolkit will not take place during this period of performance.
- In the future, this task may also include efforts to update the Guide based on lessons learned from the technical assistance projects. For the purpose of developing the cost estimate for this task, the contractor can assume that work on updating the guide will not take place during this period of performance.

DELIVERABLES:

- The contractor will prepare meeting agendas and submit for EPA review and approval 2 weeks prior to the meeting and deliver draft meeting notes as directed by the WACOR for calls and meetings held with technical assistance communities and/or other stakeholder groups. Draft notes will be delivered within five (5) business days after the meeting. Revised notes will be

delivered within five (5) business days of receiving comments from the EPA WACOR. For planning purposes, the contractor can assume that during this period of performance there will be one meeting per week.

- Technical analysis and outreach-related deliverables and deadlines will be established based on the specifics of each task and will not be required any sooner than five (5) business days after assignment.
- Technical Assistance Work Plan will be drafted by the contractor for each community within two weeks of the initial site visit to the community. The work plan will be revised within two weeks of receiving feedback from WACOR.
- EPA anticipates that long-term stormwater plans will be drafted for each of the communities during this period of performance and some of the plans may be finalized. The contractor will prepare outlines for each long-term plan prior to drafting the plans. Draft outlines shall be delivered within 2 weeks of receiving EPA's input on the Work Plan, unless a longer timeframe is specified by the WACOR. The contractor shall deliver draft reports within 4 weeks of receiving comments on the outline from EPA, unless a longer timeframe is specified by the WACOR. Revised reports shall be delivered within 2 weeks of EPA providing comments on the draft, unless a longer timeframe is specified by the WACOR. A final version is due within 1 week after receipt of comments from EPA, unless a longer timeframe is specified by the WACOR.

ADDITIONAL INSTRUCTION FOR CONTRATOR:

Less work was completed under the previous work assignment than was anticipated when WA 1-05 was drafted, therefore the LOE must be increased to cover the additional work yet to be completed. This includes one additional site visit trip with background material preparation and follow up action items (developing presentations for in person meeting, writing up summaries after the in-person meetings, developing the work description and scoping out next steps). In addition, as EPA has progressed in this technical assistance effort the amount of work (and therefore contractor hours) that will be required to support these five communities in developing their long term stormwater plans appears to be greater than originally anticipated.

Now that EPA is further along in the process of providing this technical assistance to five communities, EPA has realized that the amount of contractor support needed will be higher than originally anticipated.

This includes:

- The volume of background materials that must be reviewed and summarized for each community is greater and requires more hours.
- The amount of individualized materials that must be prepared for each in person meeting is higher (EPA had originally expected to reuse the same materials for all five communities, but this won't work given the unique circumstances of each community). The contractors will need to prepare agendas, handouts, and presentations to support the in person meetings and these items will be individualized for each community.
- This amendment also adds additional review cycles to the contractor deliverables (both the technical assistance work plans for the communities and the long-term stormwater plans) to

allow for the communities and the state agencies to provide comments on the drafts. After the contractor revises these documents based on EPA's comments they will be sent to the communities and states for comments. The contractor will then have an additional two weeks to revise the documents based on this additional round of reviews.

- This amendment also reflects the need for additional conference calls and technical work in preparation for those calls. EPA originally assumed the contractor would participate in one call per week on average. Given that we are working in five communities simultaneously, EPA anticipates the contractor will need to participate in 2-3 calls per week and most of these calls will involve background reading/preparation work by the contractor, as well as possible follow up work (e.g., an analysis based on information received on the calls, writing up meeting notes, etc.).

SPECIAL INSTRUCTIONS:

- WACOR will be issuing more specific TD as needed
- All final reports shall be 508 compliant.
- WACOR estimating 2,900 LOE for this task
- WACOR believes the scope of the task will need more resources to effectively support all the activities
- Revised LOE for this task is 5,000

TASK 5 – General Data Analysis/Organization/Logistical Support

The contractor shall provide technical assistance to expedite the execution of major revisions and improvements to current wet weather regulations, permits, and case studies. Tasks shall include: providing summaries and analyses of data; compiling information (e.g., survey data; model evaluations) into documents as identified by work groups; providing logistical support to conference calls (securing conference lines, facilitating discussions and note task). Over the course of the performance period. The contractor assumes 5-6 short summaries/outlines for committee scope of work and 3-4 papers with expanded descriptions of data needs and analyses. WACOR will be providing more specific technical direction for this task. For planning purpose EPA believes this task will be no more than 50 LOE.

DELIVERABLES:

- Deliverables consist of logistical support, compiled information, and draft papers. Draft short summaries/outlines are to be completed within 2-3 weeks after receiving the technical directive from the WACOR. Final short summaries/outlines are to be completed 1-2 weeks after receipt of EPA comments. Draft papers and preamble text with expanded descriptions of data needs and analyses are to be completed within 2-3 weeks after receiving technical directive from the WACOR.
- Final papers are to be completed 1-2 weeks after receipt of EPA comments.

SPECIAL INSTRUCTION:

WACOR will be providing more specific Technical Directive (TD) as needed.

TASK 6 – Wet Weather Data Assessment and Tracking

The contractor team will provide support to CSO/SSO data assessment and tracking efforts, including tracking, reporting, and updating NPDES permit or enforcement orders and related information specific to CSO/SSO activities. Some specific examples of this type of data assessment and tracking are updating the number of CSO permits or enforcement orders with LTCP or other acceptable long-term CSO control plan, determining the number of LTCPs required and the submission/approval dates, status of implemented CSO control plans. For planning purpose EPA believes this task will be no more than 50 LOE.

DELIVERABLES:

- Contractor shall provide the initial draft document within 2 weeks of receiving the technical direction from WACOR
- Contractor shall provide the final document within 2 weeks of receiving comments on the draft document from WACOR

SPECIAL INSTRUCTION:

WACOR will be providing more specific Technical Directive (TD) as needed.

TASK 7 – Support for the Great Lakes CSO Public Notice Rulemaking

SUBTASK 7A: Guidance for Permittees

A draft compendium of current public notice practices was compiled under a previous contract to highlight current notice practices for sewer overflows across the US. Contractor will be asked to make improvements and/or modification to that document to finalize it for use as a record item for the final rulemaking. Additional deliverables may be added under this task in the future (e.g., potentially a guidance document for permittees); for initial cost estimate the contractor can assume the main deliverables are related to the compendium.

DELIVERABLES:

- Contractor shall provide the initial revised draft document within three weeks of receiving the technical direction from WACOR.
- Contractor shall provide the final document within two weeks of receiving comments on the draft document from WACOR.

SUBTASK 7B: Regulatory Analyses and Information collection request (ICR)

The contractor shall support the development of an ICR and economic analysis for the final rulemaking which estimates the burden of the new requirements on permittees and states. An ICR was developed for the proposed rulemaking and EPA received comments on that ICR. An economic analysis was also included in the proposed rulemaking record. That analysis uses many of the assumptions presented in the ICR. Under the previous work assignment (0-05) the contractor

supported this task by summarizing public comments received related to the cost of the rule and by supporting meetings with states to further refine assumptions that were used in the proposal ICR. As the rulemaking effort progresses, the contractor will review draft versions of the final regulatory text and summarize any changes that will need to be made to the ICR and economic analysis to reflect the final rule. The contractor will meet with EPA (by phone or in person) to discuss details of changes to the scope and assumptions in the ICR and economic analysis that will be used to estimate the burden of the new requirements of the final rule on permittees and states. The contractor will draft and finalize the revised ICR calculations, supporting statement, and economic analysis for the final rulemaking.

DELIVERABLES:

- Contractor shall provide Draft ICR and economic analysis within three weeks of meeting with EPA regarding scope and assumptions.
- Contractor shall provide revised ICR and economic analysis within two weeks of receiving feedback from EPA on the drafts.
- Contractor shall provide final ICR and economic analysis in accordance with the rulemaking schedule.

SUBTASK 7C: Comment Response Support

Support to respond to public comments may include, but is not limited to, the following activities: summarizing public comments; compiling information that will be used to develop responses to comments; drafting and revising responses and tracking comment response progress. Responses may consist of individual comment responses, or they may be in the form of essays that address major issues or frequently stated comments. The contractor shall provide monthly reports regarding the status of comment response activities, including summary statistics for the number of comments for which responses have been drafted (or not drafted) and the review/approval status of the responses.

DELIVERABLES:

Contractor shall provide draft comment response essay outlines to EPA within two weeks of receiving technical direction from EPA. Contractor shall provide draft comment response essays within three weeks of receiving EPA's comments on the draft outline. Contractor will provide finalized comment response essays within two weeks of receiving comments from EPA. For planning purposes, the contractor can assume that EPA will ask the contractor to draft responses to four comment response code categories.

SUBTASK 7D: Outreach and Related General Support

Contractor will provide technical support for rulemaking efforts which may include participation in meetings with outside stakeholders, outreach to stakeholders and/or permit writers, development of support materials for meetings and/or writing notes from meetings and generating documents for the rulemaking record.

For the purposes of the contractor cost estimate, contractor can assume that local outreach meeting support will be needed for 5 two-hour meetings by phone and one local in person meeting. In addition, contractor can assume 30 hours of support related to data analyses.

DELIVERABLES:

- The contractor may be asked to help prepare materials to be distributed to meeting attendees.
- The contractor shall generate meeting notes that will be delivered to EPA within one week of the meeting. The contractor can anticipate two rounds of revisions to the meeting notes, based on EPA review and comment.
- Other general technical support will be requested by technical direction on an as-needed basis.

SUBTASK 7E: Record Support

The contractor shall assemble and maintain a record of all documents relevant to the rulemaking proceedings. The contractor has received authorization from EPA to contact the Water Docket and enter information into FDMS under the previous work assignment. The contractor shall contact the Office of Water Docket to ensure that the record will meet the dockets requirements including any electronic docket requirements. This includes preparation of electronic versions of documents for the Agency's electronic docket system. The index of rulemaking record materials shall be submitted to the WACOR quarterly and one month prior to the planned final rule signature date. The record documents and index are to be delivered to the WACOR upon completion of the final rule and/or upon completion of the Work Assignment (whichever comes first), or when directed by the WACOR in writing.

The contractor shall support revisions that are needed to record items from the proposed rule docket, based on public comments (and associated data submitted during the public comment period). The contractor shall also support analyses of data or information received during the public comment period or that has been identified by EPA since the proposal. For the purpose of the contractors cost estimate, the contractor can assume 60 hours of support will be needed related to updating record items from proposal and/or generating new items for the record under this task during the period of performance.

DELIVERABLES:

- The contractor shall submit the index of record materials to EPA quarterly.
- The contractor shall submit record documents and index to WACOR upon completion of the rulemaking or Work Assignment, whichever comes first, or when requested by written technical direction from the WACOR before the completion of the WA.
- The contractor shall submit draft revised record documents, as directed by EPA based on public comments, within 14 days of receiving direction from EPA
- The contractor shall submit draft new record items within 21 days of receiving direction from EPA.
- The contractor shall submit revised record documents, based on comments from EPA's review of drafts, within 7 days of receiving EPA's review comments.

SPECIAL INSTRUCTION:

WACOR estimating 800 LOE for this task

TASK 8 – Developing the Quality Assurance Project Plan (QAPP)

EPA requires that all environmental data used in decision making be supported by an approved QAPP.

Incremental QAPP Development: To facilitate getting the work started as soon as practicable, the contractor and Work Assignment Manager may determine which work needs to be initiated first and the most advantageous sequence for beginning the remainder of the work. Then the contractor may develop the QAPP incrementally, and the QA Coordinator shall review and approve the QAPP section by section according to the optimum sequence for getting the data-related activities started. As the contractor learns what data shall be involved, the contractor can develop the data specific portion(s) of the QAPP. Each portion of the QAPP should include a data element table.

QAPP Submittal: The contractor shall submit the draft QAPP for a data-related activity at least 15 working days before the activity's anticipated start-work date. Before preparing the first few sections of the QAPP, the contractor should meet or confer with the WACOR and QA Coordinator to discuss developing the QAPP.

Data Quality Requirements: The contractor shall develop data quality requirements (DQRs) and methods for achieving them for the data elements in their DELIVERABLES. Descriptions of data quality requirements (DQRs) and methods for achieving these DQRs developed under this work assignment shall be added to the Office of Water DQR library for use in developing QAPPs for future projects. Such descriptions of DQRs and methods for achieving them shall be the property of EPA.

DELIVERABLES:

- A. A QAPP that describes the contractor's plan for
 - Identifying the data elements for any data-related activities, and for each of these data elements identifying either (i) the data quality requirements (DQRs) or (ii) the policy that states DQRs are not required,
 - Describing their methods for achieving the DQRs, and
 - Assuring any environmental data contained in the DELIVERABLES shall (i) be of sufficient quality for their intended primary uses and (ii) have adequate quality documentation for determining whether these data are of sufficient quality for future secondary uses.
- B. Monthly progress reports that (a) describe the contractor's progress on implementing the QAPP and resolving old data quality issues, (b) describe any new issues, and (c) provide the LOE and cost expenditures for developing the QAPP.

Travel:

Travel to selected EPA regional offices, State agencies and selected municipalities shall be necessary. The travel shall be in accordance with FAR and EPAAR and shall be approved by the PO prior to travel.

Special Reporting Requirements:

In addition to the reporting requirements in the contract, the contractor shall track and report LOE and cost expenditures by individual TASKs and sub-TASKs in the monthly progress report. The contractor shall provide monthly cost breakdown by specific line items and make necessary adjustment as needed and suggested by WACOR.

Also, the contractor shall submit brief reports on the status of the entire task within this work assignment. This report shall provide a narrative summary on the status of each task. The report should also provide Earn Value Method (EVM) chart and graph for cost and LOE.

Technical Directions:

WACOR and Alternate WACOR will be providing technical directions as needed. Contractor shall be obligated only to the technical directions provided by the WACORs.

SECTION 508 Requirements:

In 1998, Congress amended the Rehabilitation Act of 1973 to require Federal agencies to make their electronic and information technology (EIT) accessible to people with disabilities. The law (29 U.S.C. § 794 (d)) applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology. Under Section 508, agencies must give disabled employees and members of the public access to information that is comparable to access available to others. The contractor needs to make sure EPA is in compliance with Section 508 requirements.

Conference/Meeting Guidelines and Limitations:

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR shall then prepare approval internal paperwork for the event and shall advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

SPECIAL INSTRUCTION:

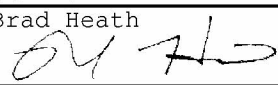
The contractor shall follow the Federal Green Policy whenever it is applicable.

PERFORMANCE SURVEILLANCE PLAN

Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
Management and Communications: During the life of this work assignment, the Contractor shall notify EPA immediately of any issues that may impact the timeliness of DELIVERABLES of the problems associated with the development of DELIVERABLES.	<p>The Contractor shall maintain contact with the WACOR throughout the performance of the work assignment.</p> <p>The contractor shall identify to the WACOR any delays with regard to DELIVERABLES not less than one week prior to the DELIVERABLES date that has been established in the work assignment or technical direction document.</p> <p>The contractor shall identify to the WACOR any issues or concerns that have a direct impact on project schedules within three (3) days of occurrence.</p> <p>The contractor shall provide options for EPA's consideration on resolving or mitigating the impacts identified.</p>	<p>WACOR and CL-COR (as necessary) shall allocate the time needed to discuss and address all issues identified by the Contractor. The WACOR and CL-COR shall document and maintain a complete record of the issues, agreements and outcome. The WACOR and CL-COR shall review monthly progress reports for indicators of problems not previously mentioned. The WACOR shall also monitor the timely receipt of DELIVERABLES. For those that are late without prior notice, the EPA shall formally document to the Contracting Officer the late delivery.</p>	<p>If the contractor fails to implement corrective actions after EPA identifies and provided written documentation of performance issues, EPA shall rate this performance category "unsatisfactory." If three or more the active work assignments for the period are rated unsatisfactory, EPA shall rate the Business Relations category as unsatisfactory in the NIH Contract Performance System.</p>
Cost Management and Control: The Contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical.	<p>The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through monthly progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all TASKs. The contractor should not exceed established work assignment ceilings and, in general, should expend dollars and hours at similar ratios. If either the expenditure of hours or dollars deviates significantly, the contractor shall provide an explanation in its Monthly Progress Report.</p>	<p>The CL-COR shall routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment level expenditures.</p> <p>The CL-COR and WACOR shall review the Contractor's monthly progress reports and request the Work Assignment Managers to ensure that ceilings are not exceeded, that progress is being made, and that the contractor is effectively utilizing the LOE provided under the work assignment.</p>	<p>EPA shall thoroughly review work assignment funding ceiling overruns to determine the contractor's ability to control the situation. If EPA determines that the contractor failed to control cost, the contractor shall be rated "unsatisfactory" in this category. Multiple incidents of work assignment overrun that result in an overall cost overrun of greater than 4% of the approved total work assignment funding for the current contract period, shall result in an unsatisfactory rating in the NIH Contract Performance System.</p>

Quality of Product/Services \The contractor shall ensure documents developed under this TASK order are quality products that are factual and based on sound science and engineering principles.	Products delivered under this work assignment must not contain any major factual errors. The analyses provided in each product shall be logical, consistent, and defensible.	The WACOR shall review all documents delivered under this work assignment for content accuracy.	If EPA determines that the contractor's analyses is factually inaccurate or if significant technical errors are found in any documents produced by the contractor, EPA may determine that the cost associated with redoing the work shall be borne by the contractor. Multiple incidents of this nature under the contract shall result in an unsatisfactory rating for Quality and Manage Control being reported to the NIH Contract Performance System.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 1-05								
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002								
Contract Number EP-C-16-003	Contract Period 07/01/2016 To 06/30/2018 Base Option Period Number 1	Title of Work Assignment/SF Site Name Wet Weather Pollution Control								
Contractor EASTERN RESEARCH GROUP, INC.		Specify Section and paragraph of Contract SOW See PWS								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 03/07/2018 To 06/30/2018								
Comments: The purpose of this Amendment 2 is to increase the funding ceiling for this work assignment to \$760,278.73. The contractor shall not exceed this funding ceiling without written authorization from the Contracting Officer.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
07/01/2016 To 06/30/2018										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee		LOE:						
Cumulative Approved:		Cost/Fee		LOE:						
Work Assignment Manager Name Mohammed Billah							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
Project Officer Name Tangela Cooper							Phone Number: 202-564-2228			
_____ (Signature)							_____ (Date)			
Other Agency Official Name							FAX Number:			
_____ (Signature)							_____ (Date)			
Contracting Official Name Brad Heath							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
3/7/2018							Phone Number: 513-487-2352			
_____ (Signature)							_____ (Date)			
							FAX Number:			

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1-06				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2018 Base Option Period Number 1			Title of Work Assignment/SF Site Name NPDES Permit Writers' Course				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW Section 3.9					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 07/01/2017 To 06/30/2018				
Comments:										
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund </div>										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
07/01/2016 To 06/30/2018										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:					Cost/Fee		LOE:			
Cumulative Approved:					Cost/Fee		LOE:			
Work Assignment Manager Name David Hair <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-2287 FAX Number:			
Project Officer Name Tangela Cooper <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-566-0369 FAX Number:			
Other Agency Official Name Sarita Hoyt <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-1471 FAX Number:			
Contracting Official Name Brad Heath <div style="display: flex; justify-content: space-between;"> <div>  (Signature) </div> <div>7/1/2017 (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:			

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 1-36**

TITLE: Reach Address Database/Watershed Assessment, Tracking, Assessment and Environmental Results (WATERS) Data System Support

WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

<u>COR Name:</u> Pravin Rana Phone: 202-564-1909 Fax: 202-564-0500 rana.pravin@epa.gov	<u>USPS Mailing Address</u> 1201 Pennsylvania Ave, N.W., Washington DC, 20460 MC4101M	<u>Courier Address</u> 1201 Pennsylvania Ave, N.W., Washington DC, 20460 2416F WJCE
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PERIOD OF PERFORMANCE: From July 1, 2017 – June 30, 2018

ANTICIPATED LEVEL OF EFFORT (LOE) Hours: 2,078

BACKGROUND: The Reach Address Database (RAD) Project was initiated in 2001 to enable the Office of Water to support the Watershed Assessment, Tracking, and Environmental Results (WATERS) geo-spatial architectural framework. RAD has two core components:

- NHDPlus, an electronic map of streams, rivers, lakes and other water features including other attributes such as terrain elevations, watershed boundaries, and stream network information. NHDPlus supports geo-spatial analysis such as creating maps and analyzing relationships among watershed features.
- RAD, which stores the addresses of features, which include water quality monitoring stations, wastewater treatment plants, impaired waters, and other physical entities of interest for water quality and watershed-based analysis. Each feature has a unique stream address (analogous to a house or a building on a street map) and a Program Identifier. For example, a water quality monitoring station from EPA's STORET database will have the stream address and the monitoring station id. This allows users to connect the water quality station's location on NHDPlus with detailed station information such as water quality sample date, sample time, sample identifier, and sample value.

The Watershed Assessment, Tracking, and Environmental Results (WATERS) architecture is based on RAD's ability to create geo-spatial relationships among Office of Water features. WATERS has been used by users to create maps; analyze watershed data; and develop geo-spatial applications.

RAD/WATERS geo-spatial framework is being considered by the Open Water Data Initiative (OWDI) as a model to geo-spatially integrate other Federal Agency Data.

PURPOSE AND OBJECTIVE

The purpose of this work assignment is to provide operations and maintenance and design enhancements as necessary for RAD/WATERS.

SCOPE OF WORK

TASK 0: WORK ASSIGNMENT MANAGEMENT

The contractor shall routinely provide performance updates, estimated costs, level of effort (LOE) and key deliverables upon request from EPA's Work Assignment Manager (WACOR) and/or Alternative WACOR for all ongoing tasks. Regularly scheduled bi-weekly conference calls and in-person meetings, as needed, will be coordinated between EPA's WACOR and the contractor to discuss the work assignment and progress of tasks. In addition, the contractor shall provide a monthly progress report that includes implementation plan(s); issues encountered and lessons learned regarding the progress of all tasks, the tracking of expenditures, and any other administrative activities, as requested.

Deliverables: The contractor shall provide the following work assignment management deliverables.

- Monthly Progress Report with expenditures.

TASK 1: RAD/WATERS Database Enhancements and Operations and Maintenance

The contractor shall provide data management support for datasets listed in the following section that support WATERS. Datasets are stored in an Enterprise Oracle database using the Oracle Spatial format and registered using ESRI's Spatial Database Engine (SDE). Datasets will need to be routinely exported from the database into ESRI's ShapeFile and File Geodatabase formats to support ArcGIS based Server mapping services. The contractor shall continue to maintain and update associated EDG (metadata) and GeoPlatform entries associated with WATERS data included in the scope of this project.

The contractor shall track data management activities using separate high-level charge codes. The high-level charge code categories are noted below.

Datasets

- RAD Events (charge code level)
 - Includes events submitted via the NHDEvent dataflow, 303(d) creation from Integrated Reporting (IR) States and TMDL generation from the 303(d) dataset.
 - Also includes datasets such as automated STORET & NPDES and BEACH processing.

- Core Data (charge code level)
 - National Hydrography Dataset Plus (NHDPlus) including
 - NHDPlus Smoothed Catchments
 - Watershed Boundary Dataset (WBD)
- Auxiliary Data (charge code level)
 - Census/TIGER
 - EPA Administrative regions layer
 - Select National Atlas layers
- Cyclical Data (charge code level)
 - Total Waters Rollup
 - STHUC summary tables

Deliverables:

- Monthly RAD event processing results loaded into all INDUS Developments (3) and NCC WATERS instances (3) and associated mapping services updated.
Core, Auxiliary and Cyclical Data Processing/Management

Subtask 1A: OWDI Technical Support

The contractor shall continue to participate in the Department of Interior's Open Water Data Integration (OWDI) work. This work entails developing proofs of concept, deploying RAD data and services to DOI's hosting environments and evaluation of open source based solutions.

Deliverables: Deliverables will be specified based on Technical Direction. For costing purposes, include historical costs to support OWDI.

Subtask 1B: Proofs of Concepts

Technology and EPA hosting options continue to evolve. Based on this, the contractor will support several proof of concepts during the period of performance. The proof of concepts potentially includes but are not limited to

- Performing event processing using FME instead of PL/SQL or a combination of both.
- KML Server performance comparison between GeoServer and ArcGIS Server to support WATERSKMZ.
- Regional KML performance comparison vs. ArcGIS Server.
- Expose WATERS web service (up/dn or navigation delineation) as an ESRI Geoprocessing service which provides better integration with ArcGIS Online (EPA GeoPlatform). A few variations will be potentially evaluated
 - SDE and ArcObjects to perform the processing
 - SDE as a pass-thru/proxy that utilizes underlying RDBMS Stored Procedures
- Precaching and retrieval of delineated catchment boundaries to increase service performance.

- Utilization of a graph database (e.g. Neo4j) to performance upstream/downstream navigation.

Deliverables: Deliverables will be specified based on Technical Directive. For costing purposes, contractor should use historical data for 3 typical deliverables.

TASK 2: Tools, Utilities and Services Support Including Enhancements

The contractor shall monitor and make minor adjustments to the following existing WATERS Components:

Tools and Utilities

- WATERSKMZ
- Code Playground
- JavaScript Library
- Download Service
- HEM2XML

Web and DB Services

- PCSWatersInfo
- PCSWatersInfo2
- CWNSSpatialServices
- SpatialServices
- OWServices
- Catchment Impairment Service

Mapping Services

- ArcGIS Mapping services and associated metadata

To support the maintenance of these components, the contractor shall plan to routinely check for updates to the underlying libraries and/or of software being used in the above items. Changes that cause significant changes to the project schedule, cost, or resources should be provided to EPA for technical direction. The contractor shall provide an itemized list of items that will be checked on a routine basis. As part of this support, the contractor shall continue to maintain the existing GeoPlatform and Reusable Component Service (RCS) entries related to WATERS tools, utilities, and services.

The contractor shall also provide enhancement services for RAD and WATERS based on technical direction.

Deliverables: Deliverables will be specified based on Technical Directive. For costing purposes, contractor should use historical data for 3 typical deliverables.

TASK 3: Documentation and WATERS Website Support

The contractor shall maintain and make minor adjustments to WATERS documentation that includes the WATERS Website and any fact sheets or other documentation

Deliverables: Deliverables will be specified based on Technical Directive. For costing purposes, use historical data.

Task 4: WATERS User Support

The contractor shall answer any questions about the RAD/WATERS or other technical assistance from users. This includes questions about the architecture, services, or other technical question related to RAD/WATERS.

DELIVERABLES REQUIRED AND SCHEDULE FOR COMPLETION OF TASKS

Task	Item Required	Due Date	Number of Copies and Format Requirements
0	Monthly progress report	15 days after the end of the month	1 copy - Word Format or PDF
1	(e.g. Respond to requests from the WACOR and/or Alt WACOR for new content)	Within 3 business days	Respond with a written response or with a level of effort to complete the request.
1A	OWDI Technical Support	Based on technical direction. Deliverable dates will be specified within the technical direction	Describe all work completed in the monthly progress report
1B	Proofs of Concept	Based on technical direction. Deliverable dates will be specified within the technical direction	Describe all work completed in the monthly progress report
2	Tools, Utilities and Services Support Including Enhancements	Based on technical direction. Deliverable dates will be specified within the technical direction	Describe all work completed in the monthly progress report
3	Documentation and WATERS Website Support	Based on technical direction. Deliverable dates will be specified within the technical direction	Describe all work completed in the monthly progress report

4	WATERS User Support	Within 3 days of receipt of a question.	Describe all work completed in the monthly progress report
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The Contractor shall notify the CO and WACOR in writing when 75% of the authorized work assignment LOE/labor hours have been expended.

CONTRACT SOW REFERENCE

See Contract SOW Page 1-10 of 14 Section **3.7 (Information Management) and Section 13.4 (National Hydrography Dataset (NHD))**

ANTICIPATED TRAVEL REQUIREMENTS

All travel shall be approved in advance by the Contract-Level Contracting Officer's Representative (CL-COR) and shall be in accordance with the Contract.

ADDITIONAL REQUIREMENTS:

Office direct costs (ODCs) for copying, postage/courier, supplies, computer usage, and graphics are allowed. No other ODCs are allowable as a direct charge to this delivery order without the prior written approval of the Contracting Officer.

Upon issuance of written technical direction, the Contractor shall submit for inspection of all work in progress at any time under this work assignment. The Contractor shall develop and maintain files supporting each task.

The contractor shall contact the Contracting Officer (CO) and/or the CL-CCOR by telephone to discuss any problems that may adversely affect the work on this Work Assignment. Within five (5) calendar days the contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem. Written explanation shall be made available to the CO and the PO.

CONTRACTOR IDENTIFICATION

To avoid any perception that contractor personnel are EPA employees, the contractor shall assure that contractor personnel are clearly identified as independent contractors of EPA when attending meetings with outside parties or visiting field sites.

CONTROL REQUIREMENTS

Quality Assurance Project Plan (QAPP):

Publishing on the NPDES website does not require a QAPP, since the people who generate the data are responsible for the data's quality, and it is their responsibility to develop a QAPP, if one is needed for their primary data uses. The contractor shall provide source references for data that

is published on the website.

Organizational Conflict of Interest:

The Contractor shall warrant that, to the best of the Contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the contractor has disclosed all such relevant information. See contract clause 1552.209-71 Organization of Conflict of Interest.

Notification of Conflicts of Interest Regarding Personnel:

The Contractor shall immediately notify the CL-COR and the Contracting Officer of (1) any actual or potential personal conflict of interest with regard to any of its employees working on or having access to information regarding this contract, or (2) any such conflicts concerning subcontractor employees or consultants working on or having access to information regarding the contract, when such conflicts have been reported to the Contractor. A personal conflict of interest is defined as a relationship of an employee, subcontractor employee, or consultant with an entity that may impair the objectivity of the employee, subcontractor employee, or consultant in performing the contract work. See Section H.4, contract clause EPAAR 1552.209-73 Notification of Conflict of Interest.

Enforcement Sensitive Information:

The contractor recognizes that contractor employees in performing tasks specified by this WA may have access to data/information, either provided by the government or first generated during contract performance, of enforcement sensitive nature which should not be released to the public without Environmental Protection Agency (EPA) approval. Enforcement sensitive refers to records or information compiled for law enforcement purposes (whether administrative, civil or criminal), the disclosure of which could reasonably be expected to interfere with the enforcement action. It is imperative that all contractor personnel, including but not limited to, subcontractor and consultant personnel assigned to work on this contract and/or WA, or with access to materials developed pursuant to such efforts, understand that this information is confidential and any disclosure or misuse of the information may result in prosecution to the fullest extent of the law. All contractor personnel are expected to exercise due diligence in safeguarding, handling or disposing of any such information.

Project Employee Confidentiality Agreement

The contractor agrees that the contractor employee will not disclose, either in whole or in part, to any entity external to the EPA, the Department of Justice, or the contractor, any information or data (as defined in FAR Section 27.401) provided by the government or first generated by the contractor under this contract, any site-specific cost information, or any enforcement strategy without first obtaining the written permission of the EPA CL-CPR. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in such disclosure, the contractor must provide immediate advance notification to the EPA so that

the EPA can take action to prevent such disclosure. Such agreements shall be effective for the life and for a period of five (5) years after completion of the contract.

Handling of Confidential Business Information (CBI)

Contractor's access to TSCA CBI must comply with the procedures set forth in the TSCA CBI Security Manual. Likewise, access to FIFRA CBI shall follow the security procedures set forth in the FIFRA Information Security Manual.

To the extent that the work under this contract requires access to proprietary or confidential business or financial data of other companies, and as long as such data remains proprietary or confidential, the contractor shall protect such data from unauthorized use and disclosure.

All files or other information identified as Confidential Business Information (CBI) shall be treated as confidential and kept in a secure area with access limited to only contractor personnel directly involved in the case or special project assignment. The contractor, subcontractor, and consultant personnel are bound by the requirements and sanctions contained in their contracts with the EPA and in EPA's confidentiality regulations found at 40 CFR Part 2, Subpart B. The contractor subcontractors, and consultant must adhere to EPA-approved security plans which describes procedures to protect CBI, and are required to sign non-disclosure agreements before gaining access to CBI.

All official data, findings, and results of investigations and studies completed by the contractor shall be available for EPA and DOJ internal use only. The contractor shall not release any part of such data without the written direction of the WACOR.

Conference/Meeting Guidelines and Limitations

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

PERFORMANCE SURVEILLANCE PLAN			
Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
<p>Management and Communications:</p> <p>During the life of this work assignment, the Contractor shall notify EPA immediately of any issues that may impact the timeliness of deliverables of the problems associated with the development of deliverables.</p>	<p>The Contractor shall maintain contact with the WACOR throughout the performance of the work assignment.</p> <p>The contractor shall identify to the WACOR any delays with regard to deliverables not less than one week prior to the deliverable date that has been established in the work assignment or technical direction document.</p> <p>The contractor shall identify to the WACOR any issues or concerns that have a direct impact on project schedules within three (3) days of occurrence.</p> <p>The contractor shall provide options for EPA's consideration on resolving or mitigating the impacts identified.</p>	<p>WACOR and CL-COR (as necessary) will allocate the time needed to discuss and address all issues identified by the Contractor. The WACOR and CL-COR will document and maintain a complete record of the issues, agreements and outcome. The WACOR and CL-COR will review monthly progress reports for indicators of problems not previously mentioned. The WACOR will also monitor the timely receipt of deliverables. For those that are late without prior notice, the EPA will formally document to the Contracting Officer the late delivery.</p>	<p>If the contractor fails to implement corrective actions after EPA identifies and provided written documentation of performance issues, EPA will rate this performance category "unsatisfactory."</p> <p>If three or more the active work assignments for the period are rated unsatisfactory, EPA will rate the Business Relations category as unsatisfactory in the CPARS Contract Performance System.</p>

<p>Cost Management and Control:</p> <p>The Contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical.</p>	<p>The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through monthly progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all tasks. The contractor should not exceed established work assignment ceilings and, in general, should expend dollars and hours at similar ratios. If either the expenditure of hours or dollars deviates significantly, the contractor shall provide an explanation in its Monthly Progress Report.</p>	<p>The CL-COR will routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment level expenditures.</p> <p>The CL-COR and WACOR shall review the Contractor's monthly progress reports and request the Work Assignment Managers to ensure that ceilings are not exceeded, that progress is being made, and that the contractor is effectively utilizing the LOE provided under the work assignment.</p>	<p>EPA will thoroughly review work assignment funding ceiling overruns to determine the contractor's ability to control the situation. If EPA determines that the contractor failed to control cost, the contractor will be rated "unsatisfactory" in this category.</p> <p>Multiple incidents of work assignment overrun that result in an overall cost overrun of greater than 4% of the approved total work assignment funding for the current contract period, will result in an unsatisfactory rating in the CPARS Contract Performance System.</p>
<p>Quality of Product/Services:</p> <p>The contractor shall ensure documents developed under this task order are quality products that are factual and based on sound science and engineering principles.</p>	<p>Products delivered under this work assignment must not contain any major factual errors. The analyses provided in each product shall be logical, consistent, and defensible.</p>	<p>The WACOR will review all documents delivered under this work assignment for content accuracy.</p>	<p>If EPA determines that the contractor's analyses is factually inaccurate or if significant technical errors are found in any documents produced by the contractor, EPA may determine that the cost associated with redoing the work shall be borne by the contractor.</p> <p>Multiple incidents of this nature under the contract will result in an unsatisfactory rating for Quality and Manage Control being reported to the CPARS Contract Performance System.</p>

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 1-06								
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001								
Contract Number EP-C-16-003	Contract Period 07/01/2016 To 06/30/2018 Base Option Period Number 1	Title of Work Assignment/SF Site Name NPDES Permit Writers' Training								
Contractor EASTERN RESEARCH GROUP, INC.		Specify Section and paragraph of Contract SOW See PWS								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 02/01/2018 To 06/30/2018								
Comments: The purpose of this Amendment 1 is to CHANGE the Alternate Work Assignment Contracting Officer's Representative (AWACOR) from Sharmin Syed to Janita Aguirre (Phone: 202-566-1149; E-Mail: aguirre.janita@epa.gov).										
<input type="checkbox"/> Superfund		Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund								
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
07/01/2016 To 06/30/2018										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee		LOE:						
Cumulative Approved:		Cost/Fee		LOE:						
Work Assignment Manager Name David Hair							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
Project Officer Name Tangela Cooper							Phone Number: 202-564-2287			
_____ (Signature)							_____ (Date)			
Other Agency Official Name							FAX Number:			
_____ (Signature)							_____ (Date)			
Contracting Official Name Brad Heath							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
2/1/2018							Phone Number: 513-487-2352			
_____ (Signature)							_____ (Date)			
							FAX Number:			